

INSTRUCTIONS FOR PREPARING SCHEDULES AND SCHEDULE DESCRIPTIONS

PREPARATION OF SCHEDULES

There are two general types of supporting schedules included with every return or claim form:

- A standard Disbursement Schedule (form BOE-810-FTF)
- A standard Receipt Schedule (form BOE-810-FTG)

In addition, there are two *Product Code Tables*—one sorted by product code numbers (BOE-810-FTA) and the other sorted by product code types (BOE-810-FTB). You will use the information from these tables to complete the schedules. First, you must select the appropriate schedule code from the *Schedule Code Table* (BOE-810-FTD), which is included with the applicable return or claim form. Enter the schedule code for your activities from the *Schedule Code Table* and enter on the Disbursement or Receipt Schedule.

In addition to a schedule code to describe the activity covered, you must also select a product code for the type of product reported. On your return or claim form, enter the product code listed on the BOE-810-FTA to describe the activity covered (for example, product code “052” is the code to use for reporting “Ethane”). Using the BOE-810-FTB, enter the product type on your return or claim form for the type of product you are reporting (for example, product code “168” is the code for the product type “Diesel-Taxable”).

Photocopy additional schedules as required. **NOTE: You will report only one schedule code and one product code combination on each page.** For each schedule, complete the information in boxes (c) and (d) in the header of the schedule. Box (a) Company Name, (b) Account Number, and (e) Month/Year will be completed for you when we mail your tax form.

PRODUCT CODES

When completing the tax forms, you need to use the applicable product codes to identify which fuel products to report on your schedules. To assist you with this process, we have created two product code tables with different layouts. The first product code table is sorted in numerical order by the product code number. The second table is sorted by the specific product code type. The following is a brief description of each product code type and the typical tax implication for that product code type:

- **Reportable Product Code**

Reportable product codes are universal for both the diesel fuel and motor vehicle fuel forms. This category of products can be removed from a terminal **without tax**. These products will be subject to the Diesel Fuel Tax or Motor Vehicle Fuel Tax if the product is ever blended with, labeled as, or sold as diesel fuel or motor vehicle fuel.

- **Diesel—Exempt Product Code**

Diesel Exempt Product Codes include all the diesel fuel product codes that are “dyed” according to the Internal Revenue Services rules. Typically, “dyed” diesel fuel is sold to a diesel fuel user that will be using the fuel in a **nontaxable manner**, such as “off-highway use.”

- **Diesel—Taxable Product Code**

Diesel Taxable Product Codes include a listing of liquid forms of diesel fuel that are commonly or commercially known or sold as an “undyed” diesel fuel that is suitable for use in a diesel powered vehicle. Removals of these products from the terminal rack are taxable transactions unless you have a valid exemption certificate (or export).

- **Diesel—Reportable Product Code**

Diesel Reportable Product Codes can be removed from a terminal without diesel fuel tax. These products will be subject to the Diesel Fuel Tax when blended with, labeled as, or sold as diesel fuel.

You will also need to report on the product codes that could be used as a blending component with diesel fuel. For example, both kerosene and jet fuel are not taxable as a diesel fuel unless they are blended with diesel fuel, or labeled for sale, or sold as diesel fuel. Kerosene and jet fuel are reportable products on the *Supplier of Diesel Fuel Tax Return* (BOE-501-DD).

- **MVF*—Reportable Product Code**

MVF Reportable Product Codes can be removed from a terminal without motor vehicle fuel tax. These products will be subject to the Motor Vehicle Fuel Tax when blended with, labeled as, or sold as motor vehicle fuel.

You will also need to report on the product codes that could be used as a blending component with motor vehicle fuel. For example, both alcohol and ethanol are not taxable as a motor vehicle fuel unless they are blended with motor vehicle fuel, or labeled for sale, or sold as motor vehicle fuel. Alcohol and ethanol are reportable products on the *Supplier of Motor Vehicle Fuel Tax Return* (BOE-501-PS).

* MVF—*abbreviation for motor vehicle fuel*

- **MVF—Taxable Product Code**

MVF Taxable Product Codes include the product codes that are considered to be motor vehicle fuel. The law defines *motor vehicle fuel* to be gasoline and aviation gasoline. Gasoline includes both finished gasoline and gasoline blendstocks. It also includes gasohol.

All products included in this product code type are considered to be motor vehicle fuel. Removals of these products from the terminal rack are taxable transactions.

- **Use Fuel—Reportable Product Code**

Use Fuel Reportable Product Codes allow the terminal operators and vessel/pipeline operators to account for any of the use fuels that are removed from their terminals.

PREPARATION OF RECEIPT SCHEDULES (*see instructions for **each** Receipt Schedule for specific instructions*)

Enter (1) Carrier Name, (2) Carrier Federal Employer Identification Number (FEIN), (3) Mode Code of transportation (obtain from the Fuel Schedule Codes/Mode Codes list included with each return, or claim form), (4) Point of Origin or Point of Destination [Enter the IRS Terminal Control Number (TCN). If the product is not received from a terminal, enter the two-character U.S. Postal Service abbreviation for the state of origin or country. Obtain from the *Postal Abbreviations Table*, Exhibit C (BOE-810-FTC).], (5) Acquired From (Seller's Name), (6) Seller's FEIN or Social Security Number (SSN) or Board account number if FEIN/SSN is not available, (7) Document Date (enter as mm/dd/yy), (8) Document Number (bill of lading, sales invoice number, or ticket number used by the importing vessel or barge), and (9) Net Gallons, (10) Gross Gallons (typically not a required entry, but, if available, please provide), and (11) Billed Gallons.

- **Schedule 1A—Fuel Purchased Tax-Paid (Diesel Fuel Only)**

Use Schedule Code 1A to report each “undyed” diesel fuel purchase with California tax paid for the period. The only product code that should be entered on this schedule are the ones listed under the product code category of Diesel—Taxable Codes (from the *Product Code Table*).

- **Schedule 2A—Fuel Purchased Ex-Tax (Diesel Fuel Only)**

Use Schedule Code 2A to report each purchase of diesel fuel for use in California, purchased without California tax paid for the period. There are different filing requirements depending upon the form you are filing. The following information determines which products you will need to report.

For the *Diesel Bus Operator Tax Return* the only allowable product codes are “undyed” diesel fuel product codes (product code category—Diesel—Taxable).

For all other claim forms (*Diesel Ultimate Vendor*, *Diesel User Use Claim* and *Diesel Exempt Seller*) your purchases of all ex-tax “dyed” and “undyed” diesel fuel (product code categories—Diesel—Exempt and Diesel—Taxable) need to be reported.

- **Schedule 3A—Imports Above the Terminal Rack**

Use Schedule Code 3A to report ex-tax gallons of diesel fuel, jet fuel, kerosene, and motor vehicle fuel imported above the California terminal rack.

- **Schedule 3X—Imports Below the Terminal Rack**

Use Schedule Code 3X to report ex-tax gallons of diesel fuel, dyed diesel fuel, jet fuel, kerosene, and motor vehicle fuel imported into California.

For your *Supplier of Diesel Fuel Tax Return*, add the total in column 11 for Schedule 3X and enter the total on the *Tax Computation Worksheet*, section A, line 3.

For your *Supplier of Motor Vehicle Tax Return*, add the total in column 11 for Schedule 3X and enter the total on the *Tax Computation Worksheet*, section A, line 4.

PREPARATION OF DISBURSEMENT SCHEDULES—See instructions for each Disbursement Schedule for specific instructions.

The following applies to Schedules 5 through 13G. Enter (1) Carrier Name, (2) Carrier Federal Employer Identification Number (FEIN), (3) Mode Code of transportation (obtain from the Fuel Schedule Codes/Mode Codes list included with this return or claim form), (4) Point of Origin or Point of Destination [enter the IRS Terminal Control Number (TCN)], (5) Buyer's Name, (6) Buyer's FEIN or Social Security Number (SSN) or Board account number if FEIN/SSN is not available, (7) Document Date (enter mm/dd/yy), (8) Document Number (shipping or bill of lading document issued by the Terminal Operator and used by the common carrier who is removing the fuel from the terminal rack), (9) Net Gallons, (10) Gross Gallons, and (11) Billed Gallons.

- **Special Rules for Claiming Exempt Sales Made by Credit Card at Cardlock or Retail Locations**

When reporting sales made to exempt entities for which you are claiming credits on Schedules 13B through 13E, when the exempt purchaser has purchased the fuel at a cardlock or retail service station using an automated key card or credit card, you may elect to report the detail of each transaction, or you may report a summary amount for each customer for all transactions claimed during the reporting period. The summary must be reported by individual customer, not a single total for all customers. When entering individual retail sales onto the Disbursement Schedules, the information requested in columns 3, 5 through 8, and column 11 is required. For summary information, only the information requested in columns 3, 5, 6, and 11 is required.

INSTRUCTIONS FOR EACH DISBURSEMENT SCHEDULE

- **Schedule 5—Fuel Removed Subject to Tax**

Use Schedule Code 5 to report gallons of diesel fuel or motor vehicle fuel removed from a California terminal rack subject to tax.

Enter the column 11 totals on the *Tax Computation Worksheet*, section A, line 1 of your tax form.

- **Schedule 5V—Ex-Tax Gallons of Blendstocks Resold to Persons Not Furnishing an Exemption Certificate (Motor Vehicle Fuel Only)**

Use Schedule 5V to report ex-tax gallons of gasoline blendstocks entered, removed from a California terminal rack, or purchased with an exemption certificate and then resold to a person not furnishing an exemption certificate.

Enter the column 11 totals on the *Tax Computation Worksheet*, section A, line 3 of your tax form.

- **Schedule 5W—Untaxed Products Blended With, or Added to Fuel, Resulting in a Product Which is Used as, or is Usable as a Taxable Fuel**

Use Schedule Code 5W to report ex-tax gallons of products blended with or added to diesel fuel or motor vehicle fuel resulting in a product that was used or is usable as diesel fuel or motor vehicle fuel. Only report the blend product amount (in gallons), not the combination of the blend product amount and the previously taxed diesel fuel or motor vehicle fuel.

Enter the column 11 totals on the *Tax Computation Worksheet*, section A, line 2 of your tax form.

- **Schedule 6F—Reportable Products Removed Not Subject to the Diesel Fuel Tax (Diesel Fuel Only)**

Use Schedule Code 6F to report gallons of dyed diesel fuel, jet fuel, and kerosene removed from a California terminal rack and sold in California that are not subject to the diesel fuel tax and were not reported on any other tax exempt schedule.

- **Schedule 7—Fuel Removed and Exported Tax Exempt**

Use Schedule Code 7 to report ex-tax gallons of diesel fuel, dyed diesel fuel, jet fuel, kerosene, and motor vehicle fuel removed from a California terminal rack and exported out of California. Qualifying gallons exported are those which, according to the contract of sale, are required to be shipped to a point outside of this state by: (1) facilities operated by the supplier; (2) delivery by the supplier to a carrier, customs broker, or forwarding agent, whether hired by the purchaser or not, for shipment to the out-of-state point; or (3) delivery by the supplier to any vessel clearing from a port of this state for a port outside of this state, and the fuel is actually exported from this state.

- **Schedule 7D—Exports Above the Terminal Rack**

Use Schedule Code 7D to report ex-tax gallons of diesel fuel, jet fuel, kerosene, and motor vehicle fuel exported out of California above the terminal rack.

- **Schedule 7F—Exports of Reportable Products Below the Terminal Rack (Diesel Fuel Only)**

Use Schedule Code 7F to report exports of reportable gallons of dyed diesel fuel, jet fuel, and kerosene exported out of California below the terminal rack.

- **Schedule 8—Fuel Removed and Sold to the United States Government Tax Exempt**

There are distinct differences in the allowable exemptions for sales to the United States Government of diesel fuel and motor vehicle fuel. Please be sure to read the allowable exemptions for each fuel type below:

Diesel Fuel Supplier. Use Schedule Code 8 to report tax-exempt gallons of diesel fuel, dyed diesel fuel, jet fuel, and kerosene removed from a California terminal rack and sold to the United States Government, its agencies, or instrumentalities. Retain a copy of the government purchase order or contract authorizing the purchase. Use Schedule Code 13C to claim credits for tax-paid fuel sold to the U.S. Government from cardlocks or retail service stations.

Motor Vehicle Supplier. Use Schedule Code 8 to report tax-exempt gallons of motor vehicle fuel removed from a California terminal rack and sold to the United States Armed Forces for use in ships or aircraft, or for use outside this state.

- **Schedule 10AB—Gasoline Blendstocks Removed Tax Exempt in Connection With a Sale When Issued a Certificate Stating the Blendstocks Will Not Be Used to Produce Finished Gasoline (Motor Vehicle Fuel Only)**

Use Schedule Code 10AB to report gallons of gasoline blendstocks removed from a California terminal rack in connection with a sale when the buyer has issued a certificate stating the gasoline blendstocks will not be used to produce finished gasoline.

- **Schedule 10C—Fuel Removed and Sold to Exempt Bus Operators Tax Exempt (Diesel Fuel Only)**

Use Schedule Code 10C to report gallons of diesel fuel, dyed diesel fuel, jet fuel, and kerosene removed from a California terminal rack and sold to an exempt bus operator. To sell diesel fuel tax exempt to an exempt bus operator, you must have a complete and valid exemption certificate, form BOE-231-DB, *Diesel Fuel Tax Exemption Certificate for Exempt Bus Operator*. The buyer must renew the certificate annually and must provide a new certificate to you if any information on the certificate changes.

- **Schedule 10I—Fuel Removed and Sold for Use on Farms Tax Exempt (Diesel Fuel Only)**

Use Schedule Code 10I to report gallons of diesel fuel, dyed diesel fuel, jet fuel, and kerosene removed from a California terminal rack and sold to an ultimate purchaser, who uses the fuel for farming purposes. To sell diesel fuel tax exempt to an ultimate purchaser, you must have a complete and valid exemption certificate, form BOE-608, *Certificate of Farming Use*. The buyer must renew the certificate annually and must provide a new certificate to you if any information on the certificate changes.

- **Schedule 10Y—Fuel Removed and Sold to Train Operators Tax Exempt (Diesel Fuel Only)**

Use Schedule Code 10Y to report gallons of diesel fuel, dyed diesel fuel, jet fuel, and kerosene removed from a California terminal rack and sold to a train operator tax exempt. To sell the diesel fuel tax exempt to a train operator, you must have a complete and valid exemption certificate, form BOE-231-DT, *Fuel Tax Exemption Certificate for a Train Operator*.

- **Schedule 10Z—Gasoline Blendstocks Removed Tax Exempt Not in Connection With a Sale Which Will Not be Used to Produce Finished Gasoline (Motor Vehicle Fuel Only)**

Use Schedule Code 10Z to report gallons of gasoline blendstocks removed from a California terminal rack that you will use to produce a product, other than finished gasoline.

- **Schedule 13A—Tax-Paid Fuel Exported**

Use Schedule Code 13A to report tax-paid diesel fuel and motor vehicle fuel exported without the tax reimbursement below the California terminal rack. You may claim a credit for the tax-paid diesel fuel and motor vehicle as long as the fuel, according to the contract of sale, is required to be shipped to a point outside of this state by: (1) facilities operated by the supplier; (2) delivery by supplier to a carrier, customs broker, or forwarding agent, whether hired by the pur-

chaser or not, for shipment to the out-of-state point; or (3) delivery by the supplier to any vessel clearing from a port of this state for a port outside of this state and the fuel is actually exported from this state. If you exported fuel to your own company, list your company name and FEIN in columns 5 and 6.

Note: For motor vehicle fuel, this credit may not cause the taxable gallons on line 1 of the return to be a negative amount. If the credit is not used, a claim for refund of the tax must be filed with the State Controller. For diesel fuel, the taxable gallons on line 1 may be a negative amount and the Board of Equalization (Board) will refund the tax.

Enter the column 11 totals on the *Tax Computation Worksheet*, section B, line 1.

- **Schedule 13B—Tax-Paid Fuel Sold to a Consulate Officer or Employee by Credit Card**

Use Schedule Code 13B to report gallons of tax-paid diesel fuel or motor vehicle fuel sold without the tax reimbursement to a consulate officer or employee using a credit card. If you deliver the fuel, you must complete all columns on the schedule. If the fuel is sold through cardlock or retail locations, refer to the *Special Rules for Claiming Exempt Sales Made by Credit Card at Cardlock or Retail Locations*.

Enter the column 11 totals on the *Tax Computation Worksheet*, section B, line 2.

Note: This credit can only be taken on transactions that you don't collect tax reimbursement from your purchaser (for example, a Consulate Officer).

- **Schedule 13C—Tax-Paid Fuel Sold to the United States Government (Diesel Fuel Only)**

Use this Schedule Code 13C to report tax-paid diesel fuel sold without the tax reimbursement to the United States Government, its agencies, or instrumentalities. Retain a copy of the government purchase order or remittance advice authorizing the purchase. Diesel fuel that you pump into the tank of a United States Government vehicle is only exempt if purchased with a credit card belonging to the U.S. Government. If the purchaser pays for the diesel fuel with cash or uses a personal credit card, the diesel fuel tax is due. If you deliver the fuel, you must complete all columns on the schedule. If the fuel is sold through cardlock or retail locations, refer to the *Special Rules for Claiming Exempt Sales Made by Credit Card at Cardlock or Retail Locations*.

Note: This credit can only be taken on transactions that you don't collect tax reimbursement from your purchaser (for example, a U.S. government entity).

Enter the column 11 totals on the *Tax Computation Worksheet*, section B, line 3.

- **Schedule 13D—Tax-Paid Fuel Sold for Use on Farms (Diesel Fuel Only)**

Use Schedule Code 13D to report tax-paid diesel fuel sold without tax reimbursement to an ultimate purchaser, who uses the fuel for farming purposes. To sell tax-paid diesel fuel tax exempt to an ultimate purchaser, you must have a complete and valid exemption certificate, form BOE-608, *Certificate of Farming Use*. The buyer must renew the certificate annually and must provide a new certificate to you if any information on the certificate changes. If you deliver the fuel, you must complete all columns on the schedule. If the fuel is sold through cardlock or retail locations, refer to the *Special Rules for Claiming Exempt Sales Made by Credit Card at Cardlock or Retail Locations*.

If you do not have all of the information required for each sale, please submit a copy of a valid farmer exemption certificate. Sellers who do not maintain up-to-date certificates for farming use may not be granted a refund. Exemption certificates must be kept for a minimum of four years from the date of sale.

Enter the column 11 totals on the *Tax Computation Worksheet*, section B, line 4.

- **Schedule 13E—Tax-Paid Fuel Sold to Exempt Bus Operators (Diesel Fuel Only)**

Use Schedule 13E to report tax-paid diesel fuel sold without collecting the tax reimbursement to an exempt bus operator. To sell tax-paid diesel fuel exempt, you must have a complete and valid exemption certificate, form BOE-231, *Diesel Fuel Tax Exemption Certificate for Exempt Bus Operator*. The buyer must renew the certificate annually and must provide a new certificate to you if any information on the certificate changes. If you deliver the fuel, you must complete all columns on the schedule. If the fuel is sold through cardlock or retail locations, refer to the *Special Rules for Claiming Exempt Sales Made by Credit Card at Cardlock or Retail Locations*.

If you do not have all of the information required for each sale, please submit a copy of a valid exemption certificate. Sellers who do not maintain up-to-date certificates for Exempt Bus Operators may not be granted a refund. Exemption certificates must be kept for a minimum of four years from the date of sale.

Enter the column 11 totals on the *Tax Computation Worksheet*, section B, line 5.

- **Schedule 13G—Tax-Paid Fuel Sold to Train Operators (Diesel Fuel Only)**

Use Schedule Code 13G to report tax-paid diesel fuel sold without collecting the tax reimbursement to a train operator. To sell tax-paid diesel fuel without the tax reimbursement to a train operator, you must have a complete and valid exemption certificate, form BOE-231-DT, *Fuel Tax Exemption Certificate for a Train Operator*. The buyer must provide a new certificate to the seller if any information on the certificate changes or one year from effective date.

If you do not have all of the information required for each sale, please submit a copy of a valid exemption certificate. Sellers who do not maintain up-to-date certificates for train operators may not be granted a refund. Exemption certificates must be kept for a minimum of four years from the date of sale.

Enter the column 11 totals on the *Tax Computation Worksheet*, section B, line 6.

- **Summary Code Schedules**

Summary code schedules are used to report transactions that are **not** required to be reported in detail. To report a summary code schedule, you will need to use a Disbursement Schedule. For each summary code schedule, enter the schedule code, product code, mode code (the mode code on all summary schedules should be CE), and the total billed gallons.

Note: Only one entry is needed for each summary code schedule. Since we do not require detail, please summarize all transactions into a grand total and report only **one** transaction per summary code schedule.

- **Schedule S02A**

Use Summary Code S02A to report miscellaneous fuel transactions that are subject to tax, such as: (1) sales of diesel fuel or motor vehicle fuel to unlicensed suppliers above the terminal rack; (2) reporting diesel fuel or motor vehicle fuel on which a refund or credit was allowed that you reconvert to a taxable use; or (3) tax recoveries on bad debt losses, of diesel fuel previously claimed as a deduction.

For your *Supplier of Diesel Fuel Tax Return*, add the column 11 total for Schedule S02A and enter the total on the *Tax Computation Worksheet*, section A, line 4.

For your *Supplier of Motor Vehicle Tax Return*, add the column 11 total for Schedule S02A and enter the total on the *Tax Computation Worksheet*, section A, line 5.

- **Schedule S03A**

Use Summary Code S03A to report tax-paid diesel fuel or motor vehicle fuel you are claiming as other credits, such as: (1) tax-paid diesel fuel or motor vehicle fuel you used off-highway; or (2) fuel removed from a California terminal rack for which you paid the tax a second time to this state.

For your *Supplier of Diesel Fuel Tax Return*, add the column 11 total for Schedule S03A and enter the total on the *Tax Computation Worksheet*, section B, line 7. If you also have an S04 entry on this return to report, you will need to add both amounts together and enter the total on line 7.

For your *Supplier of Motor Vehicle Tax Return*, add the column 11 total for Schedule S03A and enter the total on the *Tax Computation Worksheet*, section B, line 3.

- **Schedule S04 (Diesel Fuel Only)**

Use Summary Code Schedule S04 to report a bad debt write-off. Enter the total tax-paid diesel fuel gallons that have been found worthless and charged off for income tax purposes.

For your *Supplier of Diesel Fuel Tax Return*, add the column 11 total for Schedule S04A and enter the total on the *Tax Computation Worksheet*, section B, line 7. If you also have an S03A entry on this return to report, you will need to add both amounts together and enter the total on line 7.

- **Schedule S05I**

Use Summary Code S05I to report all other tax-exempt diesel fuel or motor vehicle fuel removed from California terminal racks. Attach an explanation of the transaction.

*This summary item is **not** reported on the Tax Computation Worksheet.*